



• **FORM RP-201** •
Landlord Submission of a Termination of Tenancy Notice

Contact us if you need translation services or reasonable accommodations due to disabilities.

PURPOSE

A landlord must file this form and required documentation with the Rent Program after serving a tenant with a notice of termination of tenancy for any of the following reasons set forth in section 6-58.80, Alameda Municipal Code (AMC):

- Owner move-in
- Capital improvement plan
- Demolition
- Compliance with a governmental order

If terminating a tenancy based on permanent Withdrawal of the Rental Unit from the Rental Market, please refer to the instructions for Form RP-202, available at www.alamedarentprogram.org.

REQUIRED DOCUMENTATION

In addition to this form, the following documentation must also be filed with the Rent Program:

- A copy of the termination of tenancy notice that was served on the tenant. Please include any attachments that accompanied the notice. See section 6-58.110, AMC for more information on the City of Alameda’s requirements for termination of tenancy notices.
- Additional documents are required for each of the allowable grounds for termination. Please review the requirements listed under each of the grounds on Pages 3-4 of this form and section 6-58.80, AMC.

EXCLUSIONS

The Rent Program does not require landlords to file this form or any other documents for a notice to terminate a tenancy relating to the following:

- Failure to pay rent
- Breach of the lease
- Nuisance
- Failure to provide access

DEADLINE

This form and any required documents must be filed with the Rent Program (via fax, email or mail) within three (3) calendar days after service of the termination of tenancy notice to the tenant.

PROCEDURE

After staff review of the termination of tenancy notice for compliance with the City's Rent Ordinance, the tenant and landlord will receive the following information:

- If the notice is found to be in compliance with the Rent Ordinance, the parties will be informed of the relocation payment owed to the tenant and any restrictions that will be placed on renting or residing in the unit.
- If the notice is found to be non-compliant with the Rent Ordinance, the parties will be informed of the deficiencies and the landlord will be directed to take corrective action, most often, rescinding the notice.

FOR YOUR INFORMATION

This form becomes a public record when submitted and is subject to disclosure.

Declaration

*All owners of the rental unit must sign.
Attach, if necessary, a separate sheet with names, signatures, and date of signing.*

I declare under penalty of perjury under the laws of the State of California that:

1. I have read and reviewed the content of this form
2. The information I have provided in this form is true and correct to the best of my knowledge and belief.
3. All attachments are either original documents or true and correct copies of the original documents.
4. I have read the policies that the City has promulgated to implement the Rent Ordinance and will abide those policies.
5. I will disclose to any buyer and/or buyer's agent that the rental unit is subject to the Ordinance and subject to any restrictions including those identified in section 6-58.30, AMC.
6. This declaration was executed on _____, 20_____
at _____, California.

Print Name (Owner)

Signature (Owner)

Contact Information

Tenant Information:

Name(s): _____

Unit Address: _____

Phone: _____ Email: _____

Owner Information (must include contact information for monitoring purposes):

Name(s): _____

Address: _____

Phone: _____ Email: _____

Owner Representative Information:

Name(s): _____

Address: _____

Phone: _____ Email: _____

Tenancy Information

1. Start date of tenancy? _____ / _____ / _____
Month Day Year
2. When was the termination of tenancy notice served on the tenant? _____ / _____ / _____
Month Day Year
3. When is the effective date that the tenant must vacate the unit? _____ / _____ / _____
Month Day Year
4. How was the termination of tenancy notice served? In-Person _____ Post and Mail _____
Other (please specify) _____
5. Does the landlord participate in the Section 8 Housing Choice Voucher program for this unit?
No _____ Yes _____

Grounds for Termination of Tenancy

PLEASE TAKE NOTE:

- a) The reason for the termination of tenancy must be made honestly and without the intent of deception.
- b) All restrictions placed on the unit after the termination of tenancy apply regardless of a change in ownership.
- c) An owner must disclose to any buyer and/or buyer's agent that the rental unit is subject to the Rent Ordinance and subject to the restriction caused by the relevant ground for termination indicated below.

6. Please specify the grounds for the termination of tenancy and refer to Section 6-58.80, AMC for more information.

Owner move-in

The owner seeks in good faith to recover possession of the Rental Unit for use and occupancy as a primary residence by the landlord/owner, or his/her spouse, domestic partner, children, parents, grandparents, grandchildren, brother, sister, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

REQUIREMENTS:

- a) Name of person moving into the unit: _____
Include this information in the termination notice served on the tenant.
 - b) Relationship to the owner: _____
Include this information in the termination notice served on the tenant.
 - c) Are there currently any vacant units on the property that are "comparable" as defined in section 6-58.15(J), AMC. No _____ Yes _____
 - d) Submit documentation with this form demonstrating that the owner terminating the tenancy is a natural person, as defined by section 6-58.80(E)(1), AMC. Documentation to satisfy this includes, but is not limited to, photo identification, driver's license, voter registration, etc.
 - e) Submit documentation with this form demonstrating that the owner terminating the tenancy holds at least 50% of ownership of the property. Documentation to satisfy this includes, but is not limited to, the grant deed, trust documents, etc.
- **RESTRICTION:** The owner or qualifying family member must move into the unit within 60 days after the tenant vacates and reside in the unit as the person's primary residence for at least three years.
 - **MONITORING:** The person moving into the unit will be contacted at a future date to submit documents that demonstrate ongoing compliance with the above described restriction. Primary residency requirements continue to apply regardless of a change in ownership.

Demolition

The owner seeks in good faith to take action to terminate a tenancy to demolish the rental unit and remove the property permanently from the residential rental housing market. Furthermore, the landlord states s/he shall not take any action to terminate such tenancy until s/he has obtained all necessary and proper demolition and related permits from the City of Alameda.

- **REQUIREMENT:** Submit documentation with this form that all necessary and related permits have been obtained from the City.
- **RESTRICTION:** The property must be demolished and removed permanently from the residential rental housing market.
- **MONITORING:** The owner will be contacted at a future date to submit documents that demonstrate compliance that demolition has occurred.

Capital Improvement Plan (CIP)

The owner seeks in good faith to take action to terminate a tenancy in order to carry out an approved CIP.

- **REQUIREMENT:**
 - a) Submit CIP documents demonstrating that the required approval by the Rent Program has already been established following the requirements of the City's adopted Policy concerning Capital Improvement Plans.
 - b) For temporary terminations of tenancy due to work associated with the capital improvements, 1) complete form RP-207 (Notice of Entitlement to Relocation Payments After a Temporary Termination of Tenancy) and serve it on the tenant, 2) complete form RP-204 (Proof of Service), and 3) file a copy of both documents with the Rent Program within three calendar days.
- **RESTRICTION:** All capital improvements must occur and the rent for new tenants cannot exceed the allowable rent increase determined by the CIP Policy. See section 5 of the Policy
- **MONITORING:** The owner will be contacted at a future date to submit documents that demonstrate that the approved CIP occurred and verify that the rent for new tenants is in compliance with the allowable rent.

Compliance with a governmental order

The owner seeks in good faith to take action to terminate a tenancy to comply with a government agency's order to vacate the rental unit, or any other order that necessitates vacating the building or a rental unit as a result of a violation of the City of Alameda's Municipal Code or any other provision of law.

- **REQUIREMENT:**
 - a) Submit a copy of the governmental order to vacate the rental unit.
 - b) For temporary terminations of tenancy, 1) complete form RP-207 (Notice of Entitlement to Relocation Payments After a Temporary Termination of Tenancy) and serve it on the tenant, 2) complete form RP-204 (Proof of

Service), and 3) file a copy of both documents with the Rent Program within three calendar days.

c) Note the amount of the Relocation Payments, depending on the length of the displacement.

- **RESTRICTION:** If the tenant has not received a Permanent Relocation Payment, the tenant must be offered the same unit at the same rent after the conditions that caused the unit to be vacated have been eliminated.
- **MONITORING:** The owner will be contacted at a future date to submit documents that demonstrate the conditions have been eliminated.

Rent Information

7. What is the current monthly rent? \$ _____
8. Has the rent increased at this unit within the previous 12 months? No ____ Yes ____
Monthly rent prior to increase: \$ _____ Effective date: ____/____/____
Month Day Year
9. Please indicate utilities, fees, charges, or services included with the rent:
Gas ____ Electricity ____ Water ____ Garbage ____ Parking ____ Pet rent ____
Other: _____

Property Information

10. Number of units in the building? ____ 11. Number of bedrooms in the unit? ____

Permanent Relocation Payment

12. Current number of occupants? Ages 0-17: ____ Ages 18-61: ____ Ages 62+: ____
13. Do any of the occupants have a disability? No ____ Yes ____
14. Please indicate the relocation payment due to the tenant by placing a check next to the appropriate amount. A "Qualified Tenant Household" is a household with a tenant who (i) is a Senior Adult, (ii) is a person with a Disability or (iii) has at least one child under the age of 18 residing in the household. For all other tenant households, use the appropriate base amount.

Rental Unit Size	Base Amount	Qualified Tenant Household Amount
Studio	\$5,938 ____	\$7,674 ____
1 bedroom	\$6,669 ____	\$8,773 ____
2 bedrooms	\$7,705 ____	\$10,295 ____
3 bedrooms	\$9,674 ____	\$13,279 ____
4+ bedrooms	\$11,305 ____	\$15,727 ____

Include this amount in the termination notice served to the tenant.